Geographic Area Coordination Center   Checklist #3

Location: **Date:**

Respondent: **Reviewed By:**

Key Code: **E** = Exceeds Standard   **M** = Meets Standard   **NI** = Needs Improvement   **NR** = Not Reviewed

Code	Description	Remarks
	MANAGEMENT	
	1. Funding for facilities, equipment, and staffing needs are identified in each participating agency planning and budget process.	
	2. A system is in place to maintain daily awareness of fire activity, fire danger, and weather forecasts and is communicated to agency fire managers.	
	3. Meetings with cooperators to review interagency agreements and MOU's for effectiveness and efficiency are conducted annually and documented.	
	4. A Geographical Area Operating Plan is approved and in place.	
	5. Open communication exists with geographical area cooperators.	
	6. Coordination center management and staff conduct periodic site visits to dispatch centers, team close-outs.	
	7. The role of the national aviation officers and their relationship with state/regional/area fire programs and with each other is understood and working.	
	8. The relationship between the coordination center and Interagency Oversight Board is understood and working.	
	9. Fire season severity predictions, fire behavior, and fire activity levels are monitored. Appropriate action is taken to make needed adjustments to provide for safe, effective and efficient fire management actions.	

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	10. Union contacts, if applicable, are coordinated as to not impact the center's overall mission.	
	FIRE MANAGEMENT ADMINISTRATION	
	11. Property control/management systems are in place.	
	12. Fiscal reimbursement procedures are included in MOU's and individuals responsible for the process are aware.	
	13. Center employees understand the appropriate use of fire funding and demonstrate fiscal accountability.	
	14. Personnel recruitment is complete and staffing levels reflect fire planning allocations.	
	15. Overtime authorizations are completed covering weather warnings, holidays and special situations.	
	16. Local procurement arrangements are complete.	
	17. A close and supportive working relationship exists between the coordination center and procurement/contracting personnel.	
	18. Procurement staff is trained in Incident Business Management.	
	MOBILIZATION	
	19. Resource ordering system documentation is complete concise, legible, accurate, and accessible.	
	20. Geographical area resources (engines, overhead, aircraft, crews, etc.) numbers and location are updated annually and rosters are maintained.	
	21. Process is in place for annual update of area mobilization guide.	

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	22. Jurisdictional boundaries map is current and accessible.	
	23. Center staff is familiar with policies and procedures in national area, and local mobilization guides are current and accessible.	
	24. Agency duty officers are identified and roles and responsibilities are understood.	
	DATA/INFORMATION MANAGEMENT	
	25. Computer programs in use are adequate for office mission.	
	26. Connectivity to Weather Information Management System (WIMS) is adequate.	
	ADMINISTRATION	
	27. Shift brief notes and coordinator notes are maintained and accessible.	
	POLICY/MANAGEMENT	
	28. Reference materials available include: a) Incident Business Management Handbook b) WIMS handbook c) 310-1 and 2 NWCG Fire Qualifications Guide d) Interagency Helicopter Operations Guide e) Geographic Area Cache Operating Plan f) NFES Catalog g) electronic mail guide h) North American Emergency Response Guidebook i) Geographic Area Emergency Equipment rental agreements (current and organized) j) detailer guide k) Interagency Airspace Management Guide	

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Code	Description	Remarks
	l) Information Plan m)　 Source list for Material Safety Data Sheets (MSDS) n) MAC group contacts and notification procedures o) fire and aviation policy manuals p) Safety and Health Handbook q) Agency Standards for Fire Operations.	
	29. Office procedures include the following: a) Meetings/conference calls are conducted with geographic area personnel to review safety policies, procedures and concerns. b) Procedures are established for briefing detailers (incoming resources) of current conditions, radio frequencies, and special situations. c) Procedures are established for spot and general weather forecast dissemination to field units. d) Geographic area fire behavior analyst activation procedures are established. e) Geographic area safety officer activation procedures are established.	
	30. Plans maintained by center include: a) Geographic Area Mobilization Guide b) standard operating plan for each function desk c) law enforcement plan d) accident reporting/notification e) crash/rescue f) hazardous material spill plan g) disaster plan h) GACC preparedness plan i) geographic area initial attack agreements and ordering procedures (within GACC, GACC to GACC and NICC) are understood.	
	31. Plans for non-fire emergencies that are handled by the center are in place.	

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	32. Policy is clear relating to fire suppression activities on private land within protection areas.	
	33. "Fill or Kill" procedures are established in Mobilization Guide and understood.	
	34. Systems are in place for Incident Management Team roster updates/dissemination per rotational period. Team mobilization procedures are in place.	
	35. Area cache operating procedures are in place and understood.	
	INTELLIGENCE/INFORMATION	
	36. Web site is developed and maintained.	
	37. Intelligence systems in use include: a) ICS 209 b) procedures for collection and dissemination of prescribed fire information c) daily situation report d) resource status.	
	38. Potential assessments are compiled at the GACC. Establishment of appropriate preparedness level drives actions that will be taken rather than seasonal trend curves. This information is taken into consideration when preparedness level is established.	
	39. Preparedness level is discussed at briefings.	
	CENTER LOGISTICS	
	40. Facilities are in place for extended staffing, MAC group, fire behavior analyst, etc.	
	41. Emergency Operations Kit is available if operations must be conducted off-site (bomb threat, fire, flood, etc.).	

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	42. Adequate administrative support is available upon request.	
	DISPATCH STAFF TRAINING	
	43. Training plans are established for each staff member.	
	44. The following training has been completed for appropriate personnel: a) hazardous materials b) I-100/200/300 c) Interagency Aviation Management Seminar d) D-105, D-110, D-310, D-510 e) personal computer f) sexual harassment training g) coordination center orientation h) training coordinator assigned.	
	45. Appropriate agency qualifications system is used as the documentation file for all training, certification, and experience for all red carded employees.	
	46. Individual files and red cards are updated annually.	
	47. All fireline qualified personnel have red card dated for the current fire season reflecting their qualified jobs and signed by appropriate agency fire manager.	
	48. Physical training program meets interagency standard.	
	49. Pack tests are completed as appropriate, and documented for all line qualified employees.	
	50. Personal safety plan for dispatchers is implemented to cover the following: a) building evacuation plan b) night parking c) building security d) buddy system established.	

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	SEARCH AND RESCUE	
	51. GACC maintains copies of dispatch center's search and rescue plans as part of GACC search and rescue plan.	
	52. Local burn centers are identified and coordination complete.	
	AVIATION MANAGEMENT	
	53. Flight following procedures are implemented and functional.	
	54. Procedures are established for overdue aircraft.	
	55. Aircraft availability, ordering, and authorities are in place.	
	56. GACC maintains copies of dispatch center's aviation plan as part of GACC aviation plan.	
	57. Accident or near miss reporting procedures are understood. (SAFCOM).	
	58. Temporary flight restriction procedures are established and implemented when requested.	